

ARCS PROCEDURE:	UPDATING A RECORD	PRO(TWPPO)-016.000
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Updating a Record

I. Purpose:

To provide guidelines for updating a record.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. When an updated record is received, retrieve the current record identifier.
2. Physically remove the current corresponding record from the file drawer.
3. Close the record in the database.
 - Status - Change the Status from "Current" to "Closed" by clicking on the "Closed" radio-button to indicate that it is a closed record.
 - Scheduled Disposal Date – The suggested date when the record/corresponding instrument is to be replaced.
 - Actual Disposal Date - Date the record was closed.
 - Filed at - Replace ARD (Active records drawer) with CRD (Closed records drawer).
4. File the record into the closed Records drawer (CRD).
5. Enter the updated record into the OMS.
 - Refer to PRO(TWPPO)-015.000, *Processing a Record (Office Personnel)*, and proceed with Steps 2 through 5.

V. References:

None.

VI. Attachments:

None.